

**Minutes of the Annual Council Meeting of
Radcliffe-on-Trent Parish Council held in The Radcliffe Room, The Grange,
on Monday 12 May 2014 at 7.00pm**

Councillors

David Smith (A)	Dominic Tompkin	Roger Upton (Chairman)
Mrs Penny Astill	Rodney Brears	Graham Leigh-Browne
Mrs Janet Maughan	Jim McKechnie	Mrs Melanie McKechnie
Gordon Moore (A)	John Thorn	Peter Robinson
Mrs Jean Smith (A)	Mrs Josephine Spencer	James Spencer
Bill Sylvester	Mrs Pam Thompson	Mrs Georgia Moore (Vice Chairman)

Also present: Mrs Jacki Grice (Clerk), and four members of the public

1. **Election of Chairman and To Receive the Declaration of Acceptance of Office**
Cllr Georgia Moore proposed Cllr Roger Upton, seconded by Cllr Rod Brears, it was **Resolved:** "That Cllr Roger Upton be duly elected as Chairman."
Cllr Roger Upton accepted the position and signed the Declaration of Acceptance of Office.
2. **Apologies for Absence:** Cllrs David Smith, Gordon Moore, Jean Smith, Cllr Kay Cutts (NCC) and Cllr Neil Clarke (RBC) - Approved
3. **Declarations of Interest:** None received.
4. **Minutes of the Full Council meeting held on 28 April 2014**
It was: **RESOLVED** "That the minutes were approved as an accurate record and signed by the Chairman."

Clerk's Report on Previous Minutes

5. **M20.** The police are only in a position to put up laminated signs to deter parking on the high street crossing. The CCTV signage would be reviewed to raise its profile.
6. **M.21** East Midlands Trains have advised on the current levels of service and usage at Radcliffe on Trent Station. The matter would be referred to the Planning and Environment Committee to consider.

Open Session for Members of the Public to Raise Matters of Council Business

7. Standing Orders were suspended at 7.17pm

The following items were raised:

Walkers Yard and the Health Centre Car Parks are still being used for inappropriate all day parking. Rushcliffe Borough Council have deferred the car parking charge review until the end of this year. The Shepherds Park and Ride Scheme could be more widely promoted.

8. Standing orders resumed at 7.23pm

Election of Vice Chairman and To Receive the Declaration of Acceptance of Office

9. Cllr Roger Upton proposed Cllr Georgia Moore, seconded by Cllr Janet Maughan, it was **Resolved:** "That Cllr Georgia Moore be duly elected as Vice Chairman"
Cllr Georgia Moore accepted the position and signed the Declaration of Acceptance of Office.

To Review Committee Terms of Reference

10. **Personnel and Wages Sub Committee Composition**
Cllr Pam Thompson proposed that the composition be changed to allow other members of Council to sit on this committee. Cllr Josephine Spencer proposed that the Committee composition remains the same (Chairman, Vice Chairman, Committee Chairmen and F & GP

Vice Chairman) seconded by Cllr Georgia Moore. It was: **Resolved:** for the composition to remain the same as the previous year.”

11. Neighbourhood Planning

It was **Resolved:** “That the operational arrangements for the Neighbourhood Plan is overseen by the Planning and Environment Committee. Strategic decisions will considered by Full Council.

- 12.** Cllr Graham Leigh Browne would prepare proposed amendments to the Planning and Environment Terms of Reference for consideration by the Committee.

Membership of Standing Committees

13. Amenities

Resolved: Cllrs: Graham Leigh Browne, Janet Maughan, Peter Robinson, David Smith, Jean Smith, Josephine Spencer, Bill Sylvester, Pam Thompson, John Thorn, Dominic Tompkin.

14. Grange Hall and Grange Management

Resolved: Cllrs: Penny Astill, Mel Mckechnie, David Smith, Jean Smith, Josephine Spencer, Pam Thompson, John Thorn.

15. Finance and General Purposes

Resolved: Cllrs: Penny Astill, Rod Brears, Graham Leigh Browne, Janet Maughan, Jim Mckechnie, Mel Mckechnie, Gordon Moore, Peter Robinson, David Smith, Jean Smith, James Spencer, Josephine Spencer, Bill Sylvester, Pam Thompson, John Thorn, Dominic Tompkin.

16. Planning and Environment

Resolved: Cllrs: Rod Brears, Graham Leigh Browne, Jim Mckechnie, Mel Mckechnie, David Smith, Pam Thompson, John Thorn, Dominic Tompkin.

17. Ex Officio

Cllrs Roger Upton and Georgia Moore as Chairman and Vice Chairman will be ex-officio members of all committees.

Election of Standing Committee Chairman and Vice Chairmen

18. Amenities Committee Chairman

Cllr Roger Upton proposed Cllr Janet Maughan, seconded by Cllr Penny Astill, it was **Resolved:** “That Cllr Janet Maughan be duly elected as Amenities Committee Chairman”

19. Amenities Committee Vice Chairman

Cllr Roger Upton proposed Cllr John Thorn, seconded by Cllr Gordon Moore, it was **Resolved:** “That Cllr John Thorn be duly elected as Amenities Committee Vice Chairman”

20. Grange Hall and Grange Management Chairman

Cllr Roger Upton proposed Cllr Penny Astill, seconded by Cllr Georgia Moore, it was **Resolved:** “That Cllr Penny Astill be duly elected as Grange and Grange Management Committee Chairman”

21. Grange Hall and Grange Management Vice Chairman

Cllr Penny Astill proposed Cllr Jean Smith, seconded by Cllr Roger Upton, it was **Resolved:** “That Cllr Jean Smith be duly elected as Grange Hall and Grange Management Vice Chairman”

22. Finance and General Purposes Chairman

Cllr Roger Upton proposed Cllr Gordon Moore, seconded by Cllr Janet Maughan, it was **Resolved:** “That Cllr Gordon Moore be duly elected as Finance and General Purposes Chairman.”

23. Finance and General Purposes Vice Chairman

Cllr Roger Upton proposed Cllr Mel Mckechnie, seconded by Cllr Jim Mckechnie, it was
Resolved: “That Cllr Mel Mckechnie be duly elected as Finance and General Purposes Vice Chairman”

24. Planning and Environment Chairman

Cllr Georgia Moore proposed Cllr Rod Brears, seconded by Cllr Roger Upton, it was
Resolved: “That Cllr Rod Brears be duly elected as Planning and Environment Chairman.”

25. Planning and Environment Vice Chairman

Cllr Roger Upton proposed Cllr Jim Mckechnie, seconded by Cllr Janet Maughan, it was
Resolved: “That Cllr Jim Mckechnie be duly elected as Planning and Environment Vice Chairman”

Membership of Sub Committees**26. Finance and General Purposes**

Personnel & Wages – Cllrs: Janet Maughan, Rod Brears, Gordon Moore, Mel Mckechnie, Penny Astill, Georgia Moore, Roger Upton

Amenities

Football Liaison – Cllrs: Janet Maughan, Josephine Spencer, Pam Thompson,

Skate Park Liaison – Cllrs: Janet Maughan, Josephine Spencer, Pam Thompson John Thorn

Membership of Working Parties**27. Amenities**

Grounds Maintenance – Cllrs: Graham Leigh Browne, Janet Maughan, Jim Mckechnie, Josephine Spencer

Play Equipment – Cllrs: Graham Leigh Browne, Janet Maughan, Josephine Spencer, Pam Thompson, John Thorn, Dominic Tompkin

28. Grange Hall and Grange Management

Housekeeping and Maintenance – Cllrs: Penny Astill, Mel Mckechnie, Georgia Moore, Roger Upton

Events and Marketing – Cllrs: Penny Astill, Mel Mckechnie, Georgia Moore, Jean Smith, Josephine Spencer, Pam Thompson

29. Finance and General Purposes

Audit – Cllrs: Jim Mckechnie, Josephine Spencer, Bill Sylvester, John Thorn, Roger Upton

Carnival – Cllrs: Janet Maughan, Georgia Moore

PR – Cllrs: Mel Mckechnie, Georgia Moore, Dominic Tompkin

Other Appointments and Representatives on Outside Bodies and Organisations

30. a) **Rural Community Action Nottinghamshire** – Cllr Roger Upton

b) **Radcliffe on Trent Swimming Pool** – Cllr Janet Maughan

c) **Radcliffe on Trent Sports Association (2)** – Cllrs Pam Thompson and John Thorn

d) **Jeffery Dole Charity (2)** – Cllrs Mel Mckechnie and Janet Maughan

e) **Radcliffe on Trent Carnival (2)** – Cllrs Janet Maughan and Georgia Moore

f) **Health and Safety Auditors (3)** - Cllrs Janet Maughan, Penny Astill and Roger Upton

g) **Radcliffe on Trent Twinning Association (2)** – Cllrs Graham Leigh Browne and Pam Thompson

h) **Radcliffe Infants School Representative** – Cllr Josephine Spencer

i) **Radcliffe Junior School Representative** – Cllr James Spencer

j) **South Notts Academy Representative** – Cllr Penny Astill

k) **Radcliffe Parish Plan Committee (2)** Cllrs Rod Brears and Roger Upton

l) **Radcliffe Residents Association** – Cllr Pam Thompson

To Arrange a Working Group Meeting to Review Standing Orders and Financial Regulations

31. Cllrs Mel Mckechnie and Josephine Spencer would review and report back to Full Council.

Asset Register

32. Members were advised that the Audit Working Group is working on a compiling a comprehensive register.

Insurance

33. The current schedule for 2014/15 was noted.

To Adopt and Publish: Model Publication Scheme for Freedom of Information Requests

34. The draft document would be considered by the Audit Working Group in the first instance.

Establish Policy for Dealing with Press and Other Media

35. The Audit Working Group would make a recommendation. Standing Orders would also be reviewed in this matter.

To Approve the Appointment of the Internal Auditor (Marshall Smalley)

36. It was **Resolved:** "That Marshall Smalley be appointed for 2014/15.

Reports from Borough and County Councillors

37. Cllr Kay Cutts forward the following information:

- The Sand and Gravel Shelford application has not been brought forward for consideration.
- The Boundary Commission has identified Nottinghamshire County Council for a review.
- A meeting has been held between both governing bodies regarding the amalgamation of the Infants and Junior Schools in Radcliffe. The new school is expected to be up and running by September 2015.

Reports from Outside Organisations

38. ROTSA is still without a Committee Chairman and Vice Chairman and more volunteers are required. Bingham Road sports facilities are now available for daytime use as the South Notts Academy is no longer using them.

Date of Next Meeting

39. **23 June 2014**

There being no further business the meeting closed at 8.19pm

Signed: Chairman.....Date.....